

**MINISTRY AND AGENCIES TRADE AND INDUSTRY
INFORMATION EXCHANGE PROJECT
(MATRIIX PROJECT)**

USER MANUAL

IRON AND STEEL

APPROVAL PERMIT APPLICATION

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Prepared By



MITI

OCT 2008
Version 2.1

A. INTRODUCTION

A.1.1 OVERVIEW

Approval Permit System is a system that provides these functions to users:-

- To computerizes and further improves AP application processing efficiency
- To facilitates users in applying for AP application.
- To promote paperless environment

A.1.2 OBJECTIVE

The objectives of Approval Permit Application system are:-

- To upgrade the availability and performance of the existing system so that it will function as an information centre on international trade.
- To provide a platform that allows the sharing of information between MITI and its agencies as well as its clients.
- To improve productivity and efficiency within MITI by introducing automated workflow applications.

A.1.3 SYSTEM BENEFIT



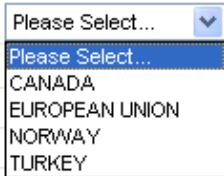


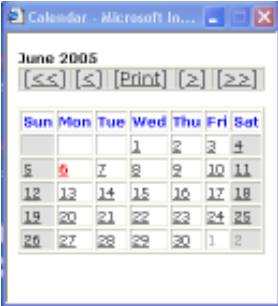
The benefits that user can get from Approval Permit Application system is:-

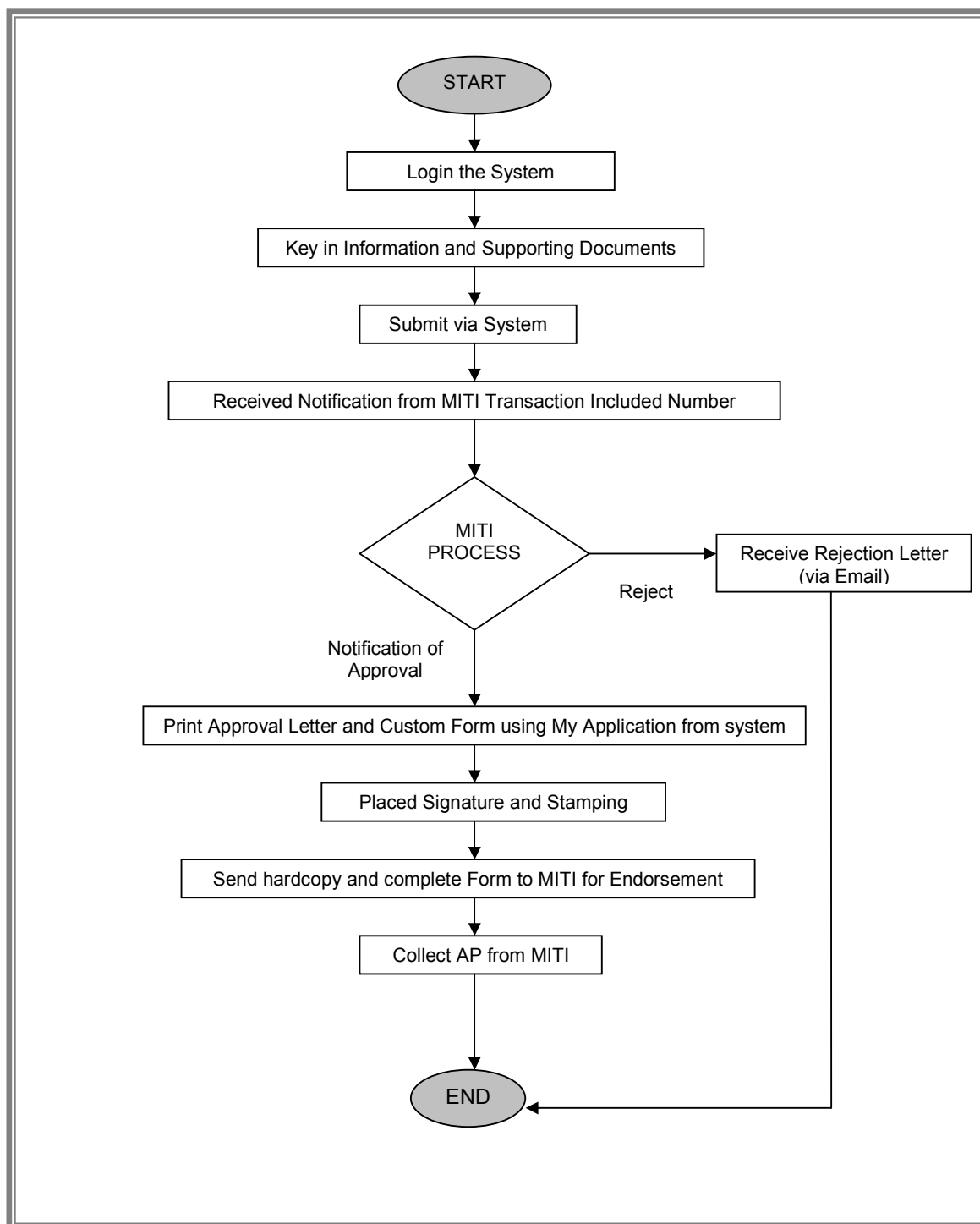
- To allow applicant to apply AP thru Online or Web.
- Tracking and monitoring of process and status.
- Immediate notification will be received and all the information will be kept in database for future references and easy to retrieve.

A.1.4 COMMON FIELDS AND DEFINITIONS

Some of the common fields and icons are available in the system screens as follows:

Field	Description
Input Field	<ul style="list-style-type: none">• This Field requires the user to key in the necessary information based on its label• Examples of usage : Company Name : <input type="text"/>• Input Field with Asterisk (*) is mandatory field.•

Field	Description
Radio Button	<ul style="list-style-type: none"> This field requires the user either to select for enabling it or deselect for disabling it. The select and deselect actions can be done by clicking on the circle. Only one radio button can be selected at one time. Example of usage : 
Check box	<ul style="list-style-type: none"> Similar to radio button, this fields requires the user either to enabling it or disabling it. The select and deselect actions can be done by clicking on the square box. Example of usage : 
Dropdown List	<ul style="list-style-type: none"> This field requires the user to select an option from the displayed list. These options will be displayed in the list by clicking the arrow down button. Example of usage : 
Hyperlink	<ul style="list-style-type: none"> The hyperlinks menu for the system is represented in Blue color. Click on the highlighted text and the system will automatically take action based on displayed text. 
Calendar	<ul style="list-style-type: none"> This Icon  is use to select date. If user clicks at this button, calendar will pop up on screen. User can select the necessary date from the calendar. 

A.1.5 PROCESS FLOW DIAGRAM

Accessing MITIIS Services

In order to access the MITIIS Services, you need to configure your browser to allow pop-up windows or remove any pop-up blocker installed.

1. Go to <http://www.miti.gov.my>
2. Click on the login link to login to EKP.

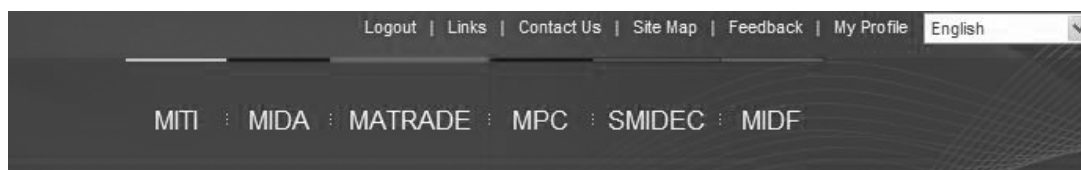


3. Fill-in your User ID and Password and select Registered User as your Agency. Click Login.

The image shows the login form on the MITIIS website. It is titled 'LOGIN' with an information icon. The form includes the following fields and options:

- Current Member? Sign-in here**
- User ID***: A text input field containing 'rasasayang'.
- Password***: A password input field with 10 dots.
- Agency***: A dropdown menu with 'Registered User' selected.
- Forgot your password?**: A link below the Agency dropdown.
- Login**: A button at the bottom of the form.
- Not a member yet? Sign-up now!**: A link below the Login button.
- Click here to activate your account.**: A link below the Sign-up link.

4. Once logged in, you will be redirected to a dashboard called My Office.
5. You should change your password the first time you logged in. To change password, click on My Profile.

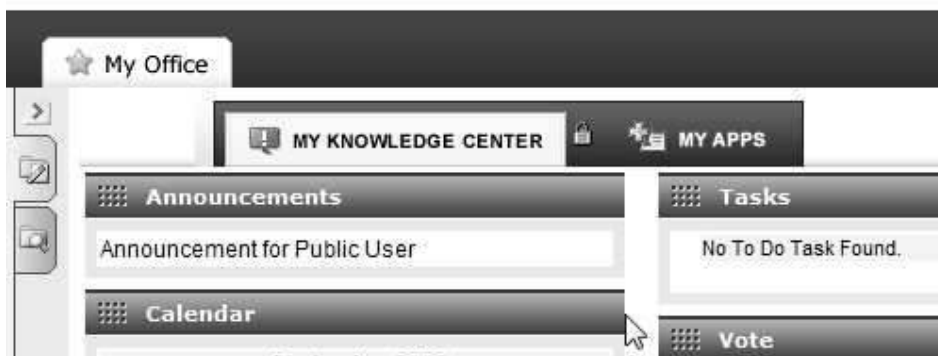


6. Scroll down to the end of the My Profile page, and you will see the Change Password form. Enter the fields requested and click on the Update button.

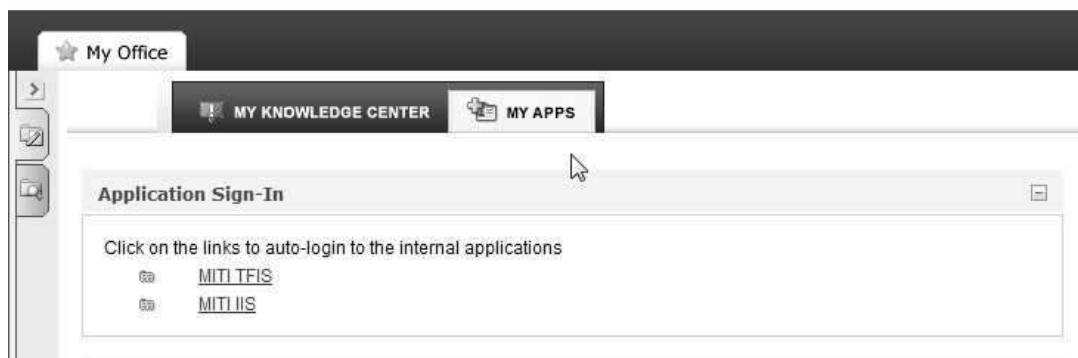


A screenshot of a 'Change Password' form. It has three input fields labeled 'Current Password', 'New Password', and 'Confirm Password'. Below the fields are two buttons: 'Update' and 'Cancel'.

7. In My Office dashboard, click on My Apps to access MITIIS.



8. In the Application Sign-In portlet, click on MITI IIS or MITI TFIS to access the respective application.



9. The process will be continued with a pop up window from MITI Internal Application.

★ My Office

MY KNOWLEDGE CENTER MY APPS

Application Sign-In

Click on the links to auto-login to the internal applications

- MITI TFIS
- MITI IIS

Ministry of International Trade And Industry

Welcome hafiza

All services provided by MITI shall be performed professionally, efficiently, courteously and fairly. MITI's standards for the following activities are 1..

- Advisory Services
All questions to be answered and the problems will be resolved accurately, explicitly and courteously.
- Processing of Import/Export Licences
Decision to be given within 2 days of receiving the completed application.
- Confirmations of Certificate of Origin GSP
Decision to be given within 3 days of receiving the completed application.
- GSP Scheme
Decision to be given within 7 days of receiving the completed application.
- Pioneer Status
Decision on application for Pioneer Status Certificate to be given within 35 days of receiving the completed application.
- Registration of Buruputera Company
Decision on the registration of Buruputera Company to be given within 7 days of receiving the completed application.

For more information about MITI, visit www.miti.gov.my


Log Out
Change Password
Export/Import
Main Menu
My Application
TFIS

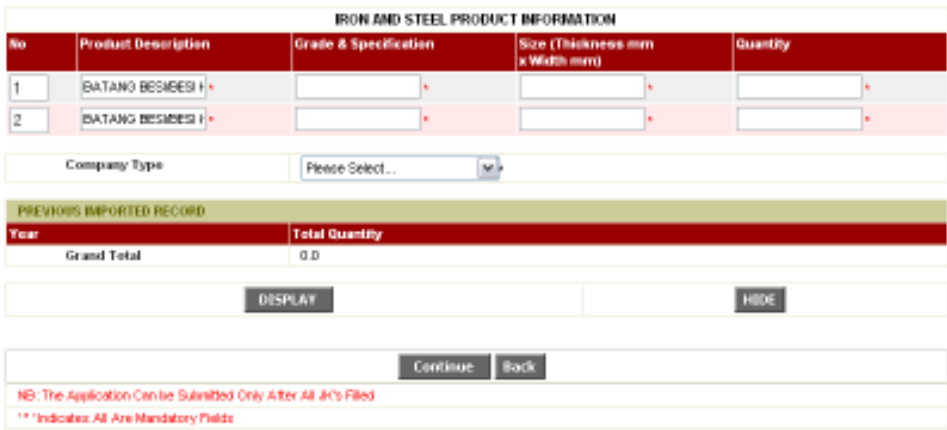
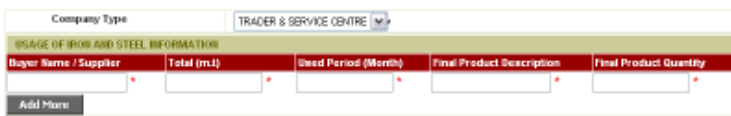
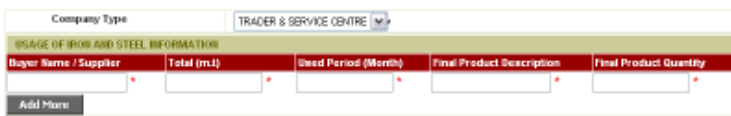
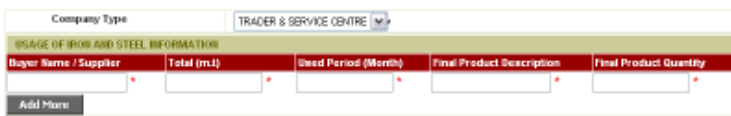
A.2 AP IMPORT (IRON AND STEEL)

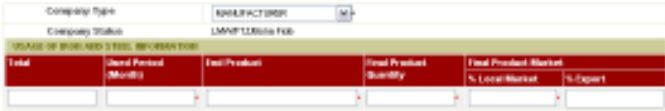
A.2.1 WEB APPLICATION

Below is the step-by-step instruction for user to follow in order to process **AP (IRON AND STEEL)** on web application.

Steps


Step	Action
1.	<p>From main page menu click on TFIS – AP - Import – Iron and Steel–New Application- Web Application.</p> <p>Result: The AP Import Iron and Steel page will be displayed.</p>  <p style="text-align: center;">Figure A.2.1-1 : User's TFIS Menu Page</p>
2.	<p>Fill in Iron and Steel category information</p> <ul style="list-style-type: none"> • Product Group – select from dropdown list. • Sub Category Group - Select from dropdown list. • Number of JK69 to Be Processed Is • Import Country From - select from dropdown list • MITI Branch - select from dropdown list <p>The Asterisk (*) represent for mandatory field to be filled up.</p> <p>Click on Continue button.</p> <p>Result: Iron and Steel Common Information page will be displayed.</p> <ul style="list-style-type: none"> • Note : The Product description list is depending to how many Number




Step	Action				
	<p>of Form JK69 to be processed</p>  <p style="text-align: center;">Figure A.2.1-2 : Summary of Application</p>				
3.	<p>Fill in Iron and Steel Product information.</p> <ul style="list-style-type: none"> • Grade & Specification • Size (Thickness mm X width mm) • Quantity • Company Type – Select from dropdown menu <table border="1"> <thead> <tr> <th>If select</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Trader And Service Centre</td><td> <p>Usage on Iron and Steel Information for Trader and Service Centre table will be displayed at the page.</p>  <p style="text-align: center;">Figure A.2.1-3 : Usage Trader and Service Center Table</p> <p>Key in all the data needed</p> <ul style="list-style-type: none"> • Buyer name/ Supplier • Total Used Period (Month) • Final Product Description • Final Product Quantity <p>Click on Add More button to Add more Data</p> </td></tr> </tbody> </table>	If select	Action	Trader And Service Centre	<p>Usage on Iron and Steel Information for Trader and Service Centre table will be displayed at the page.</p>  <p style="text-align: center;">Figure A.2.1-3 : Usage Trader and Service Center Table</p> <p>Key in all the data needed</p> <ul style="list-style-type: none"> • Buyer name/ Supplier • Total Used Period (Month) • Final Product Description • Final Product Quantity <p>Click on Add More button to Add more Data</p>
If select	Action				
Trader And Service Centre	<p>Usage on Iron and Steel Information for Trader and Service Centre table will be displayed at the page.</p>  <p style="text-align: center;">Figure A.2.1-3 : Usage Trader and Service Center Table</p> <p>Key in all the data needed</p> <ul style="list-style-type: none"> • Buyer name/ Supplier • Total Used Period (Month) • Final Product Description • Final Product Quantity <p>Click on Add More button to Add more Data</p>				


Step	Action
	<p>Manufacturer</p> <p>Usage on Iron and Steel Information for manufacturer table will be displayed at the page.</p>  <p>Figure A.2.1-4 : Iron and Steel Information</p> <p>Key in all the data needed</p> <ul style="list-style-type: none"> • Total • Used Period(Month) • End Product • Final Product Quantity • Final Product Market % <p>Click on Add More button to Add more Data</p> <p>Click on Continue button.</p> <p>Result: Iron and Steel JK-69 Application form page will be displayed.</p>


Step	Action																																																																																													
	<div style="text-align: right;">No. of forms (12) OF (2)</div> <div style="text-align: center;">IRON AND STEEL JK-69 Information</div> <div style="text-align: right;">JK69 Guidelines</div> <div> APPLICATION DETAILS <table border="1"> <tr> <td>Product description</td> <td>BATANG BESIDES KELULI</td> </tr> <tr> <td>Grade & Specification</td> <td>3245</td> </tr> <tr> <td>Size</td> <td>55</td> </tr> <tr> <td>Your Application Will Be Process At</td> <td>Ibu Pejabat Kuala Lumpur</td> </tr> </table> <div style="text-align: center;"> DISPLAY FACTORY DETAILS HIDE </div> </div> <div> CONSIGNEE DETAILS <table border="1"> <tr> <td>Code</td> <td>2829</td> </tr> <tr> <td>Name</td> <td>Q-HAI SENGHD</td> </tr> <tr> <td>Address</td> <td>LORONG API</td> </tr> <tr> <td>Postcode</td> <td>10000</td> <td>City</td> <td>SEPANG</td> </tr> <tr> <td>State</td> <td>SELANGOR</td> <td>Country</td> <td>MALAYSIA</td> </tr> <tr> <td>Tel No. (Office)</td> <td>006-019-33332323</td> <td>Email</td> <td>Please Provide Email</td> </tr> <tr> <td>Tel No. (Mobile)</td> <td>--</td> <td>Fax No.</td> <td>006--</td> </tr> </table> </div> <div> CONSIGNEE DETAILS <table border="1"> <tr> <td>Code</td> <td></td> </tr> <tr> <td>Name</td> <td>Anggala Group</td> </tr> <tr> <td>Address</td> <td>Anggala</td> </tr> <tr> <td>Postcode</td> <td></td> <td>City</td> <td></td> </tr> <tr> <td>Country</td> <td>ANGOLA</td> <td>State</td> <td></td> </tr> <tr> <td>Telephone No.</td> <td></td> <td>Fax No.</td> <td></td> </tr> </table> </div> <div> AUTHORIZED AGENT DETAILS (OPTIONAL) <table border="1"> <tr> <td>Code</td> <td></td> </tr> <tr> <td>Name</td> <td></td> </tr> <tr> <td>Address</td> <td></td> </tr> <tr> <td>Postcode</td> <td></td> <td>City</td> <td></td> </tr> <tr> <td>Country</td> <td>MALAYSIA</td> <td>State</td> <td>Please Select..</td> </tr> <tr> <td>Telephone No.</td> <td></td> <td>Fax No.</td> <td></td> </tr> </table> </div> <div> OTHERS DETAILS <table border="1"> <tr> <td>Purpose of Import</td> <td>BUSINESS</td> <td>Place of Origin</td> <td>ANGOLA</td> </tr> <tr> <td>Country of Origin</td> <td>ANGOLA</td> <td>Tariff Code</td> <td>720119091</td> </tr> <tr> <td>Consigned From</td> <td>ANGOLA</td> <td>Ums Code</td> <td>THE</td> </tr> <tr> <td>Mode of Transport</td> <td>MARITIME TRANSPORT</td> <td></td> <td></td> </tr> </table> </div> <div> PORT / PLACE OF IMPORT AND LOCATION (DISTRICT AND STATE) <table border="1"> <tr> <td>Port Description</td> <td>NEGERI SEMBILAN, Seremban, SEMBILAN</td> </tr> <tr> <td>Port Code</td> <td>MYSPB</td> </tr> </table> </div> <div> DESCRIPTION OF GOODS <table border="1"> <tr> <td>test</td> </tr> </table> </div> <div> MALAYSIAN CUSTOMS TARIFF <table border="1"> <thead> <tr> <th>Quantity</th> <th>Unit Cost C.I.F. (MYR)</th> <th>Total Value C.I.F. (MYR)</th> </tr> </thead> <tbody> <tr> <td>5235.0000</td> <td></td> <td></td> </tr> </tbody> </table> </div> <div> METHOD OF NOTIFICATION * <div> <input type="radio"/> Email <input checked="" type="radio"/> Post </div> <div> Continue Preview Reset Back </div> </div>	Product description	BATANG BESIDES KELULI	Grade & Specification	3245	Size	55	Your Application Will Be Process At	Ibu Pejabat Kuala Lumpur	Code	2829	Name	Q-HAI SENGHD	Address	LORONG API	Postcode	10000	City	SEPANG	State	SELANGOR	Country	MALAYSIA	Tel No. (Office)	006-019-33332323	Email	Please Provide Email	Tel No. (Mobile)	--	Fax No.	006--	Code		Name	Anggala Group	Address	Anggala	Postcode		City		Country	ANGOLA	State		Telephone No.		Fax No.		Code		Name		Address		Postcode		City		Country	MALAYSIA	State	Please Select..	Telephone No.		Fax No.		Purpose of Import	BUSINESS	Place of Origin	ANGOLA	Country of Origin	ANGOLA	Tariff Code	720119091	Consigned From	ANGOLA	Ums Code	THE	Mode of Transport	MARITIME TRANSPORT			Port Description	NEGERI SEMBILAN, Seremban, SEMBILAN	Port Code	MYSPB	test	Quantity	Unit Cost C.I.F. (MYR)	Total Value C.I.F. (MYR)	5235.0000		
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4	If user wants to refer JK69 form Guideline, Click JK69 Guideline link.																																																																																													

Figure A.2.1-5 : Iron and Steel Application Form

Step	Action						
	<p>Result: Form JK 69 will be displayed with instruction.</p>  <p>Figure A.2.1-6 : JK69 Guidelines</p>						
5	<p>On Application Details</p> <table border="1"> <thead> <tr> <th data-bbox="386 905 630 953">If</th><th data-bbox="630 905 1372 953">Action</th></tr> </thead> <tbody> <tr> <td data-bbox="386 953 630 1157">Display Factory Details</td><td data-bbox="630 953 1372 1157"> <ul style="list-style-type: none"> Click on DISPLAY button Result: Factory Details will be displayed on table be (If applicable). </td></tr> <tr> <td data-bbox="386 1157 630 1350">Hide previous Imported report</td><td data-bbox="630 1157 1372 1350"> <ul style="list-style-type: none"> click HIDE button Result: Table Imported record for year previous will be hidden </td></tr> </tbody> </table>	If	Action	Display Factory Details	<ul style="list-style-type: none"> Click on DISPLAY button Result: Factory Details will be displayed on table be (If applicable). 	Hide previous Imported report	<ul style="list-style-type: none"> click HIDE button Result: Table Imported record for year previous will be hidden
If	Action						
Display Factory Details	<ul style="list-style-type: none"> Click on DISPLAY button Result: Factory Details will be displayed on table be (If applicable). 						
Hide previous Imported report	<ul style="list-style-type: none"> click HIDE button Result: Table Imported record for year previous will be hidden 						
6.	<p>Enter data at Consignor Details</p> <ul style="list-style-type: none"> Code – ROC/ROB number Name Address Postcode City Country – select from drop down list State Telephone No. Fax Number 						

Step	Action				
	The Asterisk (*) represent for mandatory field to be filled up.				
7.	<p>Enter data at Authorized Agent Details (Optional)</p> <ul style="list-style-type: none"> • Code – ROC/ROB number • Name • Address • Postcode • City • State – select from drop down list • Telephone No. • Fax Number <p>The Asterisk (*) represent for mandatory field to be filled up.</p>				
8.	<p>Enter data at Others Details field.</p> <ul style="list-style-type: none"> • Purpose of Import – Select from dropdown list • Country of Origin - Select from dropdown list • Place of Origin - Select from dropdown list • Consigned From - Select from dropdown list • Tariff Code – Select from dropdown list • Mode of Transport - Select from dropdown list • Port Description – Select from dropdown list 				
9	<p>Enter data at Malaysian Custom Tariff column.</p> <ul style="list-style-type: none"> • Unit Cost C.I.F (MYR) • Total Value C.I.F (MYR) – Auto 				
10.	<p>Select button bellow.</p> <table border="1"> <thead> <tr> <th>If to</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Continue next page</td><td> <ul style="list-style-type: none"> • Click on  button to continue the next page. • If Apply more than 1 JK, next JK will be displayed. Please repeat the same step until the last JK. • At the last JK please key in method of Notification </td></tr> </tbody> </table>	If to	Action	Continue next page	<ul style="list-style-type: none"> • Click on  button to continue the next page. • If Apply more than 1 JK, next JK will be displayed. Please repeat the same step until the last JK. • At the last JK please key in method of Notification
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Step	Action
	<p>and then click on Continue button</p> <ul style="list-style-type: none"> Result: Supporting Documents page will be displayed.
Preview details	<ul style="list-style-type: none"> Click on Preview button. Result: Page will display all the entered details. At preview page, click on Print button to print preview page or click on Back to go to previous page.
Reset data	<ul style="list-style-type: none"> Click on Reset button. Result : The data that user key in will reset
Go to previous page	<ul style="list-style-type: none"> Click on Back button
11.	<p>If continue to next page, Supporting Documents page will be displayed.</p>  <p>Figure A.2.1-7 : Supporting Documents Page</p> <p>Click on Browse... button to browse file located in your PC. Supporting document is compulsory.</p> <p>If user wants to clear all the supporting documents, click on Reset button the entire supporting document.</p> <p>Click on the check box with red text for declaration and then click at Submit button.</p> <p>Result: Thank you page with Application Reference Number will be displayed.</p>


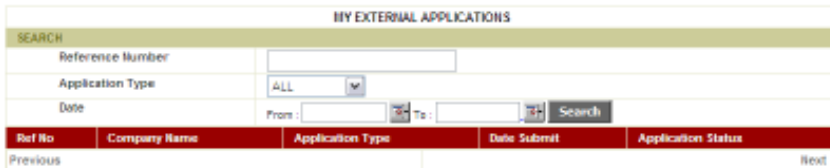
Step	Action
	 <p>Figure A.2.1-8 : Thank You Page</p> <p>To print the reference number, click on Print the reference Number – <i>Click here link.</i></p>


A.3 MY APPLICATION

A.3.1 EXTERNAL MYAPPS

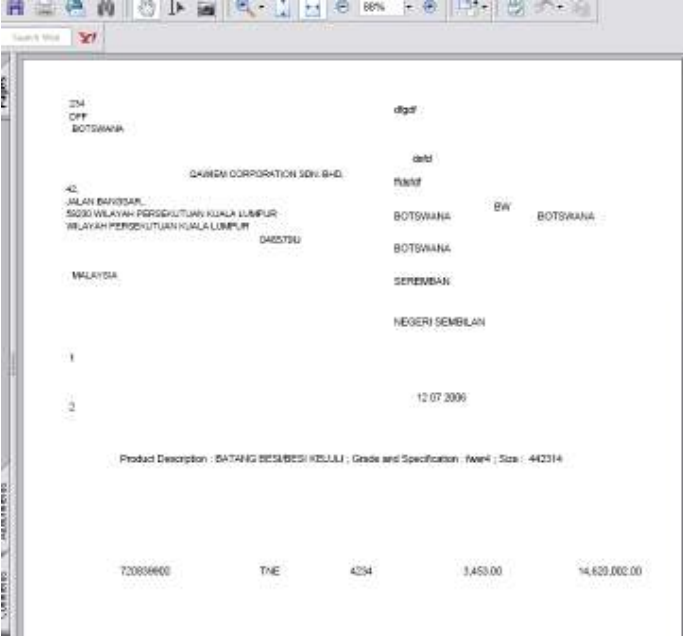
Application **MyApps** provide facilities for applicant to allow them to monitor the status of their application submitted weather thru online or manual.

Steps

Step	Action
1.	<p>From User Main page click on Expand menu.</p> <p>Result: The folder tree will be expanded.</p>  <p>The screenshot shows a web application interface. On the left is a sidebar with a folder tree containing 'Expand', 'My Main', 'APPLICANT MY APPS', 'CHANGE PASSWORD', and 'TIPS'. The main content area has a header with the MTA logo and a list of services provided by MTI, including 'Admission Fee Refund', 'Processing of Travel Report Document', 'Confirmation of Certificate of Single RSP', 'RSP Refund', 'Refund Status', and 'Registration of Traveler as a Company'. Each service has a description and a decision time frame.</p>
2.	<p>Click on the External Myapp menu under User folder.</p> <p>Result: My External Application page will be displayed.</p>  <p>The screenshot shows the 'MY EXTERNAL APPLICATIONS' page. It features a search form with fields for 'Reference Number', 'Application Type' (set to 'ALL'), and 'Date' (with 'From' and 'To' sub-fields). A 'Search' button is present. Below the search form is a table with columns: 'Ref No', 'Company Name', 'Application Type', 'Date Submit', and 'Application Status'. The table has a 'Previous' link on the left and a 'Next' link on the right.</p>
3.	<p>To search for a specific transaction, select the type below :</p> <ul style="list-style-type: none"> • Reference Number – Refer Appendix A • Application Type – Select from dropdown menu • Date – key in date of transaction (dd/mm/yyyy format)
4.	<p>Click on the reference number to view the application details.</p>

Step	Action														
	<p>Result: Approval Permit Application For Preview will be displayed.</p>  <p>Figure A.3.1-3 : Approval Permit Application for Preview</p>														
5.	<p>Check at Application Status, The status will be</p> <table border="1"> <thead> <tr> <th>Status</th><th>Action to take</th></tr> </thead> <tbody> <tr> <td>New</td><td>-</td></tr> <tr> <td>Under Process</td><td>-</td></tr> <tr> <td>Query – Under Process</td><td>Refer on 'View Query Information'</td></tr> <tr> <td>Rejected</td><td>-</td></tr> <tr> <td>Approve and ready to printing</td><td>Print the form JK69– Click on 'click to print jk69'</td></tr> <tr> <td>Approve and not ready to printing</td><td>-</td></tr> </tbody> </table>	Status	Action to take	New	-	Under Process	-	Query – Under Process	Refer on ' View Query Information '	Rejected	-	Approve and ready to printing	Print the form JK69– Click on ' click to print jk69 '	Approve and not ready to printing	-
Status	Action to take														
New	-														
Under Process	-														
Query – Under Process	Refer on ' View Query Information '														
Rejected	-														
Approve and ready to printing	Print the form JK69– Click on ' click to print jk69 '														
Approve and not ready to printing	-														
6.	<p>If user wants to print Approval Letter, Click Print Page button.</p> <p>Result: The page will print.</p>														
7.	<p>If user wants to view supporting document click on supporting document link menu.</p> <p>Result: Supporting document will be displayed.</p>														
8.	<p>If user wants to view Application Detail, click on JK No -HS Code link menu.</p> <p>Result: Application Details will be displayed.</p>														

Step	Action
	<div><div>JK 69 Form No : 1</div><div><div><div>APPLICATION DETAILS</div><div><div>Type of Import Product</div><div>NEW</div></div><div><div>Tariff Code</div><div>730410000</div></div><div><div>Grade & Specification</div><div>IT</div></div><div><div>Size</div><div>f</div></div><div><div>Model</div><div></div></div><div><div>Serial No</div><div>IS090714H100001</div></div><div><div>License No</div><div>IS090714H100001</div></div><div><div>HS Description</div><div>HS 7306 - TUBES & PIPES</div></div><div><div>Your Application Will Be Process At</div><div>Bu Pejabat Kuala Lumpur</div></div></div></div><div><div>FACTORY DETAILS</div><div><div><div>Code</div><div>Name and Address</div><div>City</div><div>State</div><div>Country</div><div>Tel (Office)</div><div>Fax No</div><div>Staff</div></div></div></div><div><div>CONSIGNEE DETAILS</div><div><div><div>Code</div><div>046579J</div></div><div><div>Name</div><div>GUAMEN CORPORATION SDN. BHD.</div></div><div><div>Address</div><div>42, JALAN BANGSAR,</div></div><div><div>Postcode</div><div>59200</div><div>City</div><div>MALAYSIAN PERSEKUTUAN KUALA LUMPUR</div></div><div><div>State</div><div>MALAYSIAN PERSEKUTUAN KUALA LUMPUR</div><div>Country</div><div></div></div><div><div>Tel No. (Office)</div><div></div><div>Email</div><div></div></div></div></div><div><div>CONSIGNOR DETAILS</div><div><div><div>Code</div><div>i</div></div><div><div>Name</div><div></div></div><div><div>Address</div><div>ii</div></div><div><div>Postcode</div><div></div><div>City</div><div></div></div><div><div>Country</div><div>BRAZIL</div><div>State</div><div></div></div><div><div>Telephone No.</div><div></div><div>Fax No.</div><div></div></div></div></div><div><div>AUTHORIZED AGENT DETAILS (OPTIONAL)</div><div><div><div>Code</div><div></div></div><div><div>Name</div><div></div></div><div><div>Address</div><div></div></div><div><div>Postcode</div><div></div><div>City</div><div></div></div><div><div>Country</div><div>MALAYSIA</div><div>State</div><div></div></div><div><div>Telephone No.</div><div></div><div>Fax No.</div><div></div></div></div></div><div><div>OTHER DETAILS</div><div><div><div>Purpose of Import</div><div>BUSINESS</div></div><div><div>Country of Origin</div><div>BRAZIL</div><div>Place of Origin</div><div>BRAZIL</div></div><div><div>Consigned From</div><div>BRAZIL</div></div><div><div>Mode of Transport</div><div>MARITIME TRANSPORT</div></div></div></div><div><div>PORT / PLACE OF IMPORT AND LOCATION (DISTRICT AND STATE)</div><div><div><div>Port / Place of Import</div><div>District</div><div>State</div></div><div><div>ALOR SETAR</div><div>Kota Setar</div><div>NEGERI</div></div><div><div>Part Code</div><div>MYAOR</div><div></div></div></div></div><div><div>DESCRIPTION OF GOODS</div><div><div>Product Description : HS 7306 - TUBES & PIPES Grade and Specification : IT Size : f</div><div><div>Malaysian Customs Tariff</div><div>Applied Quantity</div><div>Unit Cost C.I.F (MYR)</div><div>Total Value C.I.F (MYR)</div></div><div><div><div>Tariff Code No.</div><div>Tariff Unit</div><div></div><div></div></div><div><div>730410000</div><div>TNE</div><div>5.0</div><div>77.0</div></div><div><div></div><div></div><div></div><div>395.0</div></div></div></div><div><div>APPLICANT DETAILS</div><div><div><div>Applicant Name</div><div>u</div><div>Applicant Designation</div><div>i</div></div><div><div>IC/Passport No</div><div>uu</div><div>TelePhone No</div><div>uu</div></div></div><div><div>Cancel</div></div></div></div></div>
9.	<p>If user wants to print the form JK69 click on 'click to print jk69'.</p> <p>Result: Data Form JK69 on PDF format will be displayed and ready to print.</p>

Step	Action
	<div></div> <p>Figure A.3.1-5 Data Form JK69 on PDF Format</p>

A.4 APPENDIX A

1. Reference for Transaction Number

APP-EK2-W-051228-KL-0005

{
{
{
{
{
{

a b c d e f

SECTION	DESCRIPTION
a	Type of module
b	Type of transaction
c	Type of submission
d	Date of submission
e	Branch code
f	Transaction running number

2. Reference for Counter Slip Number

I P V 0 5 0 6 K C 0 0 0 1

{
{
{
{
{

a b c d e

SECTION	DESCRIPTION
a	IPV – Code for AP
b	Year of submission
c	Month of submission
d	Branch code
e	Transaction running number

A.5 APPENDIX B**BASIC REQUIREMENTS TO PROCESS APPLICATION**

NO	HARDWARE	SOFTWARE	DESCRIPTIONS	BRAND
1.	Scanner	Appropriate driver and software installed	To scan supporting documents and attach to the application according to the name of document in .jpg, .tif	Any.
2.	Dot matrix printer	Appropriate driver installed	Dot matrix printer is required to print gazette forms thru Myapps menu.	Any. By default, the setting will follow OKI Microline 390 FB brand.
3.	Network	Broadband	512 Kbps (recommended)	Any
4.	PC	Windows XP	Windows XP SP2	Microsoft
6.		Adobe Acrobat Reader V.6 (at least)	To view details that will display at forms and to print	

**PRINTER
SETTING:**

1. Page scaling must be "Fit to printer margins"
2. Paper size must follow the exact size when printing. Go to Properties when window for printing appear , set paper size according to the color:

PRINTER SETTING FOR OKI MICROLINE 390 FB

TYPE	SUB TYPE	SETTING
Font	Print Mode	Courier
Font	Pitch	15 CPI
Font	Style	Normal
Font	Size	Single
General Control	Emulation Mode	EPSON LQ
General Control	Graphics	Uni-directional
General Control	Max Receive Buffer	8K
General Control	Paper Out Override	No
General Control	Print Registration	0
General Control	Operator Panel Functions	Full Operation
General Control	Reset Inhibit	No
General Control	Print Suppress Effective	Yes
General Control	Page Width	10.6"
General Control	Wait Time	1 sec
General Control	Eject Direction	Front
Vertical Control	Line Spacing	6 LPI
Vertical Control	Skip Over Perforation	No
Vertical Control	Auto LF	No
Vertical Control	Auto CR (IBM)	No
Vertical Control	Auto Feed XT (EPSON)	Invalid
Vertical Control	Page Length	12"
Vertical Control	Sheet Page Length	11 2/3"
Symbol Sets	Character Set	Set II
Symbol Sets	Code Page	USA
Symbol Sets	Language Set	ASCII
Symbol Sets	Zero Character	Unslashed
Symbol Sets	Slashed Letter 0	No

A.4 APPENDIX C

Basic PC Requirement

- Windows XP (recommended)
- Internet connection (Broadband 512Kbps or higher - Recommended)
- Internet browser (Internet Explorer V6)
- Printer
- Scanner (to scan supporting documents).
- Adobe Reader V6 or higher.

Prerequisite to Begin Transaction

- Companies have to register with MITI to get ID number.
- Supporting documents are compulsory to attach for each applicants.
transaction type

Feedback and Contact Information

Helpdesk

- 03-62034625 / 62000417 / 62000432

Email

- apbpm@miti.gov.my

For more information, visit

<http://www.miti.gov.my>

A.5 APPENDIX D

Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the user manual. This information may be provided by reference to the project's Glossary.

MITI	Ministry Of International Trade And Industry
MITIIS	MITI Integrated Trade and Industry Information System
TFIS	Trade Facilitation Information System
IIS	Industry Information System
CO	Certificate Of Origin
AP	Approved Permit
CA	Cost Analysis
GSP	Generalised System of Preferences
CEPT	Common Effective Preferential Tariff

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